FALLS CHURCH CITY

ELECTION OFFICERS TRAINING MANUAL

November 6th, 2012
Presidential General Election
DRAFT

News for Nov 6th, 2012

- New ID laws – New provisional reason for ID-ONLY

- EPBs – Set up 4.

- EPB officers – Federal Election – HAVA rules

- JBC: Federal Only Ballots and Presidential Only Ballots

Acronyms

- **AB**: Absentee Ballot
- **DAU**: Disabled Access Unit
- **EB**: Electoral Board
- **EPB**: Electronic Poll Book
- **HA**: HAVA
- **HAVA**: Help America Vote Act (Federal legislation)
- **JBC**: Judges Booth Controller
- **PCC**: Precinct Control Center – the vendor's name for the EPB found on the Poll Book Summary worksheet
- **SOR**: Statement of Results
- **UPS**: Uninterruptible Power Supply – black box with outlets found in the ballot box on the cart
- **USB**: Universal Serial Bus – thumb drive

Electoral Board

Margarette Shovlin, Chair

Ray Barnes, Vice Chair

Renee Andrews, Secretary

Registrar and Staff

David Bjerke, General Registrar

Stacey Pilson, Deputy Registrar

Ted Trott, Assistant Registrar

Gail Wadsworth, Assistant Registrar/Rover

Madalyn Cafruny, Assistant Registrar/Chief Election Officer

Phone Number: 703-248-5085 – Press 5 at the message
Fax: 703-248-5204

Before Election Day

- **TRAINING**: Bring training materials including the Hart eSlate Desk Reference to training and the election.

- **ELECTION OFFICER OATH and PAYROLL** information must be current.

- **VOTE ABSENTEE** before Election Day – you may not be working in your ward on Election Day. Even if you are working in your home Ward, lines may be long on Election Day, so it is recommended that you vote absentee anyway. The final day for absentee voting is Saturday, November 3 before 5pm.

- **MEDICINE, FOOD and DRINKS -** Bring everything you will need from 4:45 a.m. to around 9 p.m. Remember to dress in layers.

Election Day

- **ARRIVE 4:30 a.m. -** at your assigned polling place.

- **DO NOT LEAVE THE POLLING PLACE -** You must stay within the marked 40-foot Prohibited Area unless conducting curbside voting.

- Voting is the first priority! Limit conversations with voters and friends.

- Non-voters, including family and friends, should not be visiting.

- No cell phones in the voting area! You may use them during breaks and away from the voting area. Chiefs and assistant chiefs may use for election business.

- Continuously observe the polling area!

- Do not eat or drink at the Demonstration Machine, Electronic Poll Book (EPB), or JBC desk.

- **6:00 a.m.** Polls opened.

- **7:00 p.m**. Polls closed. Voters in line to vote at 7:00 must be allowed to vote.

- Check and sign all forms and labels on checklist to make sure you have everything you need to run the election.

WHO TO ALLOW INSIDE POLLING PLACE ON ELECTION DAY

Before Polls Open (§ 24.2-639)

- One REP of each Political Party with a nominee on the ballot
- One REP of each Independent Candidate on the ballot
    - Any authorized representative shall be a qualified voter of Virginia. (§ 24.2-604(C)).
    - Each representative, who is not himself a candidate or party chairman, shall present the chief officer an authorization form signed by the chairman of the political party or candidate, as appropriate.
- **Give each rep a copy of *Guidelines for Polling Place Visitors* found in the black file folder box by the tab of the same name; show reps where they sit.**

See page 13 for Representatives allowed inside polling place while the polls are open.

See page 24 for Representatives allowed inside polling place after the polls are closed.

BEFORE THE POLLS OPEN

All of the Voting Equipment and EPBs will be set up between 5:00 a.m. and 6:00 a.m., when the polls open. The Chief will assign Election Officers the various duties that must be done so voting can begin on time.

A. Welcome Authorized Representatives (reps), if any: (Chief)

B. Administer Oath of Officer: (Chief)

1. Administer oath to all officers and pages; make sure all sign oath form.
2. Chief signs and completes bottom of form.
3. Put form in Envelope 2.

C. Review Emergency Procedures, to include: (Chief)
1. Evacuation route and location of exits,
2. Evacuation assignments,
3. Designated meeting location outside the building,
4. Instructions and codes for contacting law enforcement.

D. Set up Polling Room, to include: (All Election Officers)
1. Demonstration equipment,
2. Ballot box: open to ensure it is empty. Close, seal and set up.
3. Blue Privacy Booth for marking of paper ballots.
4. Signs: Outside Polling Place:
   a. *Polling Place*
   b. *Vote Here* § 24.2-643
   c. *Prohibited Area* (40 feet from entrance)
   d. *Disabled Parking/Entrance*
   e. *No Electronic Devices*
5. Signs: Inside Polling Place:
   a. Sample Ballot and Constitutional amendments
   b. *Check in Here / State Legal Name*
   c. *Voters' Rights and Responsibilities*
   d. *Attention All Voters*
   e. *ID and HAVA sign*
   f. *eSlate informational signs*
   g. *Magnifier Available*
   h. *No Electronic Devices*

E. Statement of Results
Verify JBC serial and seal numbers, check private and public counter numbers and record on Statement of Results, Part A: Certification by Officers.

F. Setup Electronic Poll Books (EPB)

Each Ward will receive: 5 laptops in numbered cases; 1 surge protector and 5 thumb drives. Case 1 contains the network adapter in addition to the items listed below. Cases 1 through 4 should be opened. Case 5 is provided as a backup unit.

_ Follow this checklist by checking off each item.

_ Unpack equipment from cases 1 - 4, and verify each case contains the following equipment:

_ Laptop and power cord
_ Mouse with mouse pad
_ Network adapter with power adapter in Case 1
_ Blue network cable

_ Connect: mouse, laptop power cord and blue cable to the laptop. **DO NOT** turn on.

_ Connect blue cable to network adapter. <u>DO NOT</u> use the Uplink socket to make any of the connections. (Uplink socket should already be plugged.)

Do Not Use Uplink Socket

_ Connect the power cords to the network adapter and laptops, and plug into power source.

_ Obtain numbered Thumb drives from the Chief.

_ Insert the Ward X-1 Thumb drive into a USB port on Ward X-1 Laptop. Repeat for Ward X-2 and remaining laptops.

_ Turn on the laptops. Log in window screen appears.

_ Log on to all laptops as "PollWorker" using the Advocate password (Get from Chief).

_ Double click the icon in upper left of screen to start ADVOCATE "Advocate_PCC."

_ **When the 'Choose backup directory' screen appears click the "drop down" arrow for "Look In." Scroll down until you see the drive that has "WARD" in it and click on it.**

_ Click Open.

_ When "New deployment file found!" message pops up, click **OK.**

_ Verify Election date at the bottom left of Advocate screen.

_ Verify the network is connected (4 red hearts and 4 check marks) click **OK** if "Poll books on this network" screen pops up. (The below screenshot only shows 2 connections. Yours should be 4)
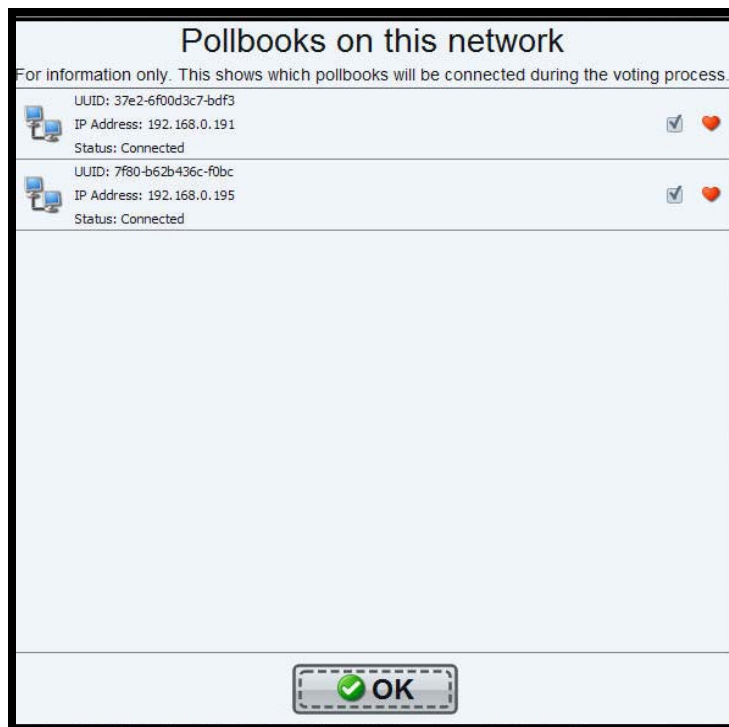
_ Login with Election Officer password for your Ward. (Do not use Roman numerals)

The poll books are now ready to begin processing voters.

 Until 6 a.m.

setting up: eSlate booths

Match the steps with the numbers on the picture to set up the eSlate booth.

1. Release the three Velcro straps.

2. Position the LEFT BACK leg:
   a) Grasp the leg (do not grasp the leg brace).
   b) Press and hold the button down.
   c) Raise the leg.
   d) Slide the leg out.
   e) Align arrows to lock the button.

3. Position the RIGHT BACK leg (same as left back leg).

4. Lock the leg braces together (fit the button into the hole).

5. Position the FRONT legs (same as back legs).

6. Lock the straight tubes in place.

⚠ 7. **Extend the foot tubes and lock their buttons.**

8. Lock the feet onto the straight tubes.
   The foot tubes extend toward the front of the booth where the handle and latches are located.
   ⚠

9. Turn the booth over so that it is standing up. Unlatch and lift the top of the booth.

10. Assemble the privacy screen. If the booth has a fabric privacy screen, follow the assembly instructions on the tag attached to the screen. If the booth has plastic privacy wings, insert them into the notches on the sides of the booth.

foot tube not extended

foot tube extended
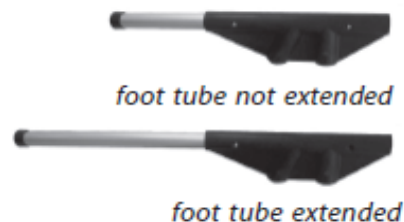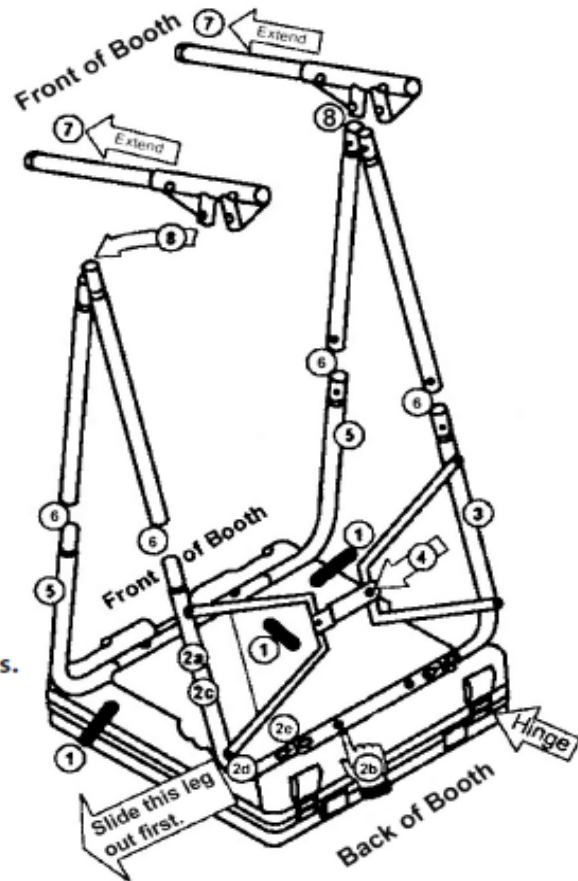
D   E   S   K   R   E   F   E   R   E   N   C   E

VERIFY Serial and Seal numbers; check private and public counter numbers; and record all numbers on Statement of Results, Part B. *If any equipment is unsealed, report it immediately to the Registrar's Office.*

Daisy-chain booths together. Be sure to place the Disability Access Unit (DAU) unit as the last booth of the daisy-chain. DAU unit has a red stripe on the handle.

setting up: JBC and eSlates

1. Place the Judge's Booth Controller (JBC), its black power cable, and the JBC cable (gray) on a table near an electrical outlet. **Do not connect the JBC to any power source yet.** (If using a voter registration computer, set it up and connect it to the JBC "Modem" port.)
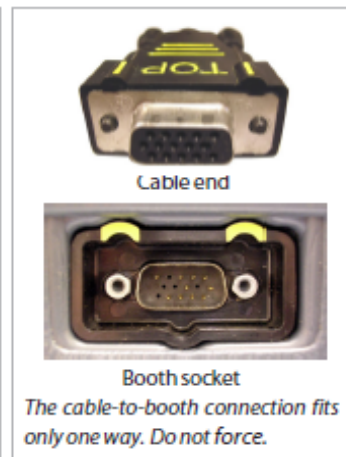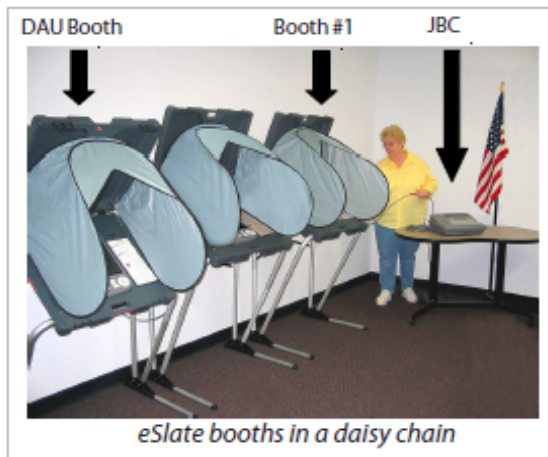
2. Plug one end of the JBC cable into the "Booth Out" port on the back of the JBC and tighten the thumbscrews. (This may have already been completed at the warehouse.)

3. Arrange the voting booth cases in the polling place. Disabled Access Unit (DAU) booths are identified with a red stripe near the handle. If using more than one booth in the polling place, place the DAU booth at the end of the row.

4. Set up the legs of each booth. See the instructions found on the brace of each booth.

5. Use two people to turn each booth upright. **Be sure that each booth's feet are extended.**

6. Stand in front of each booth and release the locks located on either side of the handle. Raise the lid and press on the brace to lock the lid upright. Repeat for all booths, if applicable.

7. Plug the black end of the JBC cable into the back of the first booth. Tighten the thumbscrews.

8. If using more than one booth in the polling place, stand in front of the first booth and open the storage compartment above the eSlate. Run the eSlate cable out of the booth and connect it to the back of the next booth in the row. Repeat for all booths, if applicable.

9. Unfold the fabric privacy screens. See following pages for setup steps.

10. Proceed to the "Opening Polls" sequence.

eSlate booths in a daisy chain

Cable end

Booth socket
The cable-to-booth connection fits only one way. Do not force.

D   E   S   K   R   E   F   E   R   E   N   C   E

Connect the gray cord from JBC box to the JBC and to the first eSlate.

Connect the JBC to AC power by inserting the power cord into the back of the JBC and plugging the cord into a "Battery Backup" receptacle on the UPS battery backup power box located on the cart and plugged into wall. The "JBC Initialized" report prints. Leave the report on the JBC; it will be filed at the end of opening the polls.

Connect the JBC battery key if not already connected.

Assign booth numbers: Go to the first eSlate and press **ENTER** to assign that booth as number 1. Go to the second eSlate and press **ENTER** to assign that booth as number 2, etc.

Press the ► next to **Done** when finished assigning booth numbers.

Press the ► next to **Next** and the JBC prints a "Network Configuration" report. Tear off the reports and file in JBC Envelope. (eSlate serial numbers are on this report.)

Chief, Assistant Chief or 2 Officers Press the ► next to **Print Zero Tape** then print three zero tapes. Examine zero tapes to ensure that all positions show "0." Attach one zero tape to each Statement of Results and put one in JBC envelope.

Check the time. Press the ► next to **Open Polls**. (If the time is off, tell the chief to make a note in the Chief's Notes.)

Enter the **Open Polls Password**. Press the ► next to **Accept**. The JBC displays the **Polls Open Menu**.

Check the JBC AC and battery power by viewing the power status at the bottom of the JBC screen. Both should indicate **[OKAY]**.

On each eSlate, look for the red "**Battery"** indicator in the lower right corner of the screen to confirm that the backup battery pack is functioning correctly.

 Tear off the Open Polls reports from the JBC and file in the JBC Envelope.

*Y**ou are now ready to Open the Polling Place at 6 a.m.!***

POLLS ARE OPEN

Open the Polls: Verify time, and at 6:00 a.m., announce: **"The polls are open."**

Persons Allowed Inside the Polling Place During the Day

- Officers of Election

- Qualified Voters there to vote and persons assisting them at their request

- Candidates may enter to vote or to visit (but not to campaign) for no longer than <u>ten (10) minutes</u> <u>per day per polling place</u> § 24.2-604(F)

- Minors age 15 or younger accompanying a parent (may enter voting booth with parent)

- Any member or **authorized** representative of:

    - Electoral Board
    - Party Representative (see next page)
    - Candidate Representative (see next page)

- News media representatives (§ 24.2-604(J))

- Neutral observers or others as authorized in writing by Electoral Board (§ 24.2-604(I))

- High school election pages

While Polls are Open (§ 24.2-604)

- One REP per poll book of each Political Party with a nominee on the ballot
- One REP per poll book of each Independent Candidate on the ballot
  NOTE: more than one electronic poll book (EPB) will be in use so the Chief Officer <u>shall permit, at their discretion,</u> one REP per Political Party or Independent Candidate for each EPB in use while the polls are open, up to **four** REPS per Political Party or Independent Candidate because **four** EPBs will be open.
  - o Any authorized representative shall be a qualified voter of Virginia and shall give the chief officer an authorization form signed by the chairman of the political party or candidate, as appropriate.
  - o REPs shall be allowed to be close enough to the process to be able to hear and see what is occurring. They may move about the area(s) defined by the Chief Officer so long as such movement does not disturb the conduct of the election.

- **Give each REP a copy of *Guidelines for Polling Place Visitors* found in the black file folder box by the tab of the same name; show REPs where they sit.**

A candidate CANNOT be a party or candidate REP while the polls are open, but may be a REP before the polls are open and after the polls close.

REPS MAY:
- stay all day or part of the day when polls are open.
- must be able to hear poll book officer repeat the voter's name and address .
- create or mark their own list of voters or notes (paper or electronic).
- challenge a voter for cause (§ 24.2-651); challenge must be stated while the voter is at the poll book, and before voter has been issued a ballot.
- be present when equipment is examined before the polls open, or when votes are ascertained; be allowed to see (but not handle) the counters and tapes, and after the polls close, any ballots being hand counted, and the Statement of Results.
- be present after polls close, and if so, must remain until the precinct's unofficial results are announced.

REPS MAY <u>NOT</u>:
- interfere or visit with Officers of Election (they may sit <u>near</u>, not at, registration table). If REP has a question, they should ask the Chief or Assistant Chief.
- wear or exhibit any campaign materials. § 24.2-604(K).
- view the Provisional Ballot Log.
- touch any election materials or equipment.

ELECTION OFFICER JOBS

CHIEF ELECTION OFFICER (and ASSISTANT CHIEF)

Job: In charge of managing the polling place and election officers before, during and after voting hours; overseeing EPB start up and shut down; ensuring all poll closing and vote counting procedures are followed.

- *Before Election Day*: Chief or Assistant will pick up supplies from the Registrar's office and review emergency plan.
- Check supplies; call office if additional supplies are needed.
- Confirm that number of ballots on hand equals number of ballots provided by Electoral Board; enter or confirm on Statement of Results (SOR), Part B.
- Confirm that ballots match sample ballots.
- Confirm you have all return packing envelopes (see list on p. 26)
- Attend Chief Training

Election Day – Before the Polls Open

- Assign Election Officers their duties
- Ensure all Oaths are given and all paperwork is signed
- Review emergency procedures with Election Officers
- Greet and check credentials of Reps, if any
- Give Reps the Guidelines of what they can and can not do
- Oversee all pre-election paperwork, supplies, passwords and ballots
- Call Registrar's office if there is a problem
- Keep Absentee Voter List as a public record open for inspection § 24.2-711

Polls Are Open – 6:00 a.m.

- Ensure polls open on time and that all equipment is working
- Verify Reps are qualified voters to be inside the voting area
- Provide curbside voting
- Help EPB, JBC and eSlate Officers if they have a problem
- Assist voters who may have a problem with their voter registration
- Ensure only authorized people are inside the polling place
- Assist voters with questions and contact the Registrar's office if problems arise

- Know the difference between canceling a booth to move a voter from one eSlate to another e-slate (such as the DAU) and canceling a booth for a "fleeing voter" that will require an entry on the Voter Count Reconciliation Form. Assure appropriate booth cancellations.
- Make sure the polls close on time – 7:00 p.m.

Closing the Polls

- **6:45 p.m.** announce the "**polls will close in 15 minutes"**
- **7:00 p.m.** announce the "**polls are now closed"**
- Make sure every voter in line at 7:00 p.m. votes
- Invite Reps in to observe the tallies of the EPB and eSlates
- Designate 2 teams to complete SORs
- Assign Election Officer poll closing tasks
- Make sure all paperwork is done, signed, and put in correct envelopes
- Oversee vote counting and counting of paper ballots if any
- Oversee eSlates and EPBs being put away and readied for pick up
- Make sure seal is kept on JBC
- Deliver JBC, EPBs and all paperwork (envelopes) to the Registrar's Office
- Check list of items to return to the Electoral Board on Election Night

GREETER (Important in Presidential Election)

Job: Welcome Voters
- Ask if voter has ID, and if not, advise voter that he/she will vote a provisional ballot and will need to get a copy of his/her ID to Registrar's Office by noon on Friday.
- Ask if voter is familiar with the ballot and especially the Constitutional Questions before getting inline at the poll book check-in table.
- Advise voter that the ballot contains 5 screens including the Summary
- Show voters to check-in area at the Electronic Poll Books
- Apologize if the voter has to wait in line and explain why.

DEMONSTRATION OFFICER

Job: Offer a demonstration and reminder of the voting process
Advise voter that the ballot contains 5 screens including the Summary
Ask if voter remembers how to use the equipment
Provide an eSlate brochure if voter doesn't know how to use the equipment
If voter wants a demonstration, emphasize the following:

- Obtain the 4-digit access code from the JBC officer
- Use the **Select** wheel and **Enter** button to put in the code
- Use the **Select** wheel and **Enter** button to select contests and candidates
- Review the Summary Page
- If choices are correct, **press the Cast Vote button – FLAG WILL WAVE**
- There is a **Help** button on the voting machine, and voter can also ask the eSlate officer for help

ELECTRONIC POLL BOOK (EPB) OFFICER(S)

Job: Determine the voter's eligibility to vote

- Greet voter and ask for valid identification (ID) card.
  - If voter does not have ID, see the instructions in red below and continue to look up voter's record on the EPB.
- Begin typing voter's name from ID card on the EPB and locate voter's record
- After voter is found, ask voter to state name and address.
- Verify the record is the same as the voter and they are in the correct polling place
  - Toggle between *Locality* and *Precinct* buttons if voter can not be found to direct voter to correct polling place
  - If still unable to find voter, Call the Chief
  - If the voter has any other issues or flags, Call the Chief
- Repeat voter's name and address so poll watchers/REPs can hear you
- Mark the voter's record by clicking "Check In Voter."
- On the second screen, verify information and click "Check In"
  - – a US flag icon will appear left of the name on the following screen
- Return ID to voter and give voter a permit card (Full – Red, President – Yellow, Federal – Purple)
- Direct the voter to the JBC table
- Click the *Clr* button or press *Delete* to get ready for the next voter
- Confirm the number of voters checked in with number of voters who voted on the JBC public counter every hour and paper ballots, if any. Note on Voter Count Reconciliation form

.**If you make a mistake checking in a voter, call your Chief Election Officer**. You and the Chief will Click De-select (located on the bottom left-hand side of the screen) which will bring up a Password message box. The Chief will enter the password and click OK. That resets the voter's record to "non-checked".

If unable to get the chief, Check the "What-If" Guide for help.

If you have to "FLAG" a voter, go to Voter Detail Screen; click **Options;** click **Set Voter Status**; click appropriate flag; click **Save.**
If voter is in wrong Ward, click "locality" button for the correct Ward, if available.

*NEW - If a voter does not have any acceptable form of ID have voter fill out a provisional paper ballot and a lime green **ID-ONLY Provisional Ballot Envelope. See number 2 on the What If Chart.** Give voter the ID-ONLY Notice to Provisional Voter.*

Voter Identification

All voters will be asked to show <u>one</u> form of identification. Any voter who does not have identification required by state or federal law must vote a provisional ballot.

Identification	Virginia	HAVA
Photo IDs (Also see below for student IDs and Driver's License photo IDs)		
Current and valid** photo ID	Yes, if issued by government, employer, or institute of higher education in VA.	Yes
Government-issued ID card from federal, VA, or local subdivision (including political subdivisions)	Yes	Yes
DMV-Issued Photo ID Card	Yes	Yes
Tribal enrollment or other tribal ID	Yes, if issued by one of 11 tribes recognized by VA.***	Yes
US Passport or Passport Card	Yes	Yes
Valid** employee ID card issued by voter's employer in ordinary course of business (public or private employer)	Yes	Yes
Credit card displaying photograph	No	Yes
Membership card from private organization	No	Yes
Military ID	Yes	Yes
Nursing home resident ID	Yes, if issued by government facility.	Yes
Non-Photo ID Card or Document		
Virginia Voter Registration Card	Yes	Yes, if it displays current* name **and** address.
Bank statement with current* name and address (includes credit card statement, credit union statement)	Yes	Yes
Birth certificate	Yes, if issued by state, federal, or local government entity.	No
Government check with current* name and address	Yes	Yes
Government-issued ID card from federal, VA, or local political subdivision	Yes	Yes, if it displays current* name **and** address.
Medicare Card	Yes	No
Medicaid Card	Yes	No
Membership card from private organization	No	No
Paycheck with current* name and address	Yes	Yes
Social Security Card	Yes	No
Tribal enrollment or other tribal ID	Yes, if issued by one of 11 tribes recognized by VA.***	Yes, if issued by one of 11 tribes recognized by VA and displays current* name **and** address.***
US Selective Service Card	Yes	Yes, if it displays current* name **and** address.
Utility bill with current* name and address	Yes	Yes
Vehicle insurance card	No	No
Virginia Concealed Handgun Permit (accompanying photo ID not required)	Yes	Yes, if it displays current* name **and** address.
Virginia Motor Vehicle Registration	Yes	Yes, if it displays current* name **and** address.
Virginia real estate tax assessment statement	No	Yes, if it displays voter's current* name **and** address.
Nursing home resident ID	Yes, if issued by government facility.	Yes, if issued by government facility and displays current* name **and** address.

Photo IDs (left side label for first section)

Non-photo ID card or document (left side label for second section)

Identification	Virginia	HAVA
Student IDs		
Valid** student ID issued by a public or private school located in VA displaying photo	Yes	Yes
Valid** student ID issued by a public or private school outside of VA displaying photo	No	Yes
Valid** student ID issued by a public or private school in VA with voter name and address	Yes	Yes, if it displays current* name **and** address.
Valid** student ID issued by a public or private school outside of VA with voter name and address	No	No
Virginia public university letter to student at student's residential address	No	Yes
Driver's License or DMV-Issued Photo ID Card		
Valid** Virginia Driver's License or DMV-issued Photo ID	Yes	Yes
Virginia Driver's License expired within 30 days of election	Yes	Yes
Virginia Driver's License expired more than 30 days before election	No	No
Valid** out-of-state driver's license	No	Yes

HAVA requirements: 42 USC § 15483(b)(2); Va. Code § 24.2-643(E)
- a current and valid photo identification; or
- a copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter.

Virginia requirements: Va. Code § 24.2-643(B)
- his Commonwealth of Virginia voter registration card;
- his social security card;
- his valid Virginia driver's license;
- concealed handgun permit;
- or any other identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States;
- any valid student identification card issued by any institution of higher education located in the Commonwealth of Virginia;
- any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business; or
- a copy of a current utility bill, bank statement, government check, or paycheck that shows the name and address of the voter.

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* Address on ID must match voter's residence or mailing address in voter record.
** Valid = the document is unexpired or expired within the 30 days prior to the election.
*** Political subdivisions include recognized Indian tribes and governmental divisions with authority to make rules and regulations having force of law. *See* Va. Code §§ 8.01-385, 51.1-700. Eleven tribes are: Cheroenhaka (Nottoway), Chickahominy, Eastern Chickahominy, Mattaponi, Monacan, Nansemond, Nottoway of Virginia, Pamunkey, Patawomeck, Rappahannock, & Upper Mattaponi.
*Valid – *the document is unexpired or expired within the 30 days prior to the election*

JUDGES BOOTH CONTROLLER (JBC) OFFICER

Job: Take voter permit and give voter a 4-digit access code for eSlate

ONLY issue an access code if there is an open booth! *Work closely with the Chief and eSlate Officer on Audio voting and Clearing eSlates if necessary.*

- Check the indicator lights for each eSlate booth frequently.
  GREEN: Booth is empty
  RED: Booth is in use
  FLASHING GREEN & RED: Voter needs assistance
- Take Voter Permit from voter. – Check if "Full" (Orange), "Federal Only" (Purple), or "Presidential Only" (Yellow) ballot permit
- Press ► **Add Voter**.
- Press ► **(ballot type)**
- Press ► **Ward X**
- Press ► **Print.** The JBC will print the 4-digit access code.
- Tear off the paper, give it to the voter, and instruct the voter to go to an open booth.

Tell the eSlate Officer if a voter has requested the Audio Ballot.
Work closely with the eSlate Officer to cancel the booth if a voter changes from a regular eSlate to the Audio machine (DAU).

If a booth light flashes green and red, ask the eSlate Officer to offer to assist the voter.

TO CHECK STATUS OF AN ACCESS CODE
a. Press ► **Check Code**.
b. Enter the 4-digit access code.
c. Status may be:
    o Not assigned
    o Assigned and in use
    o Assigned and expired
    o Assigned and cast
    o Assigned and canceled
    o Assigned and open
d. Press ► **Print**, if necessary. Press ► **Done** when finished.

eSLATE OFFICER
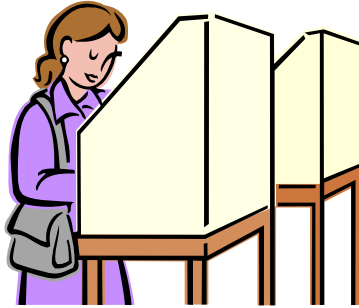
Job: Keep an eye on all booths, AND protect the privacy of voters! eSlate Officers work closely with JBC Officers.

From a distance, check the background color of the eSlate Screens:

- o BLUE: Ballot is not activated - Voter either has not started or has finished voting. You may approach a booth with a blue screen to assist a voter.

- o WHITE: Ballot is activated. Voter choices may appear on screen. If the screen is white and a voter asks for assistance, the *Request for Assistance* form must be completed.

- Direct each voter to the available booth.
- Remind Voter that he/she may ask for assistance at any time.
- Remind Voter to press **CAST BALLOT** (red) button (on *machine*, not on screen) when finished.
- Check voting booth to confirm that ballot has been cast and remove any extraneous materials.
- Offer an "I VOTED" sticker to each exiting voter.

CANCEL A VOTING BOOTH *Call the Chief!*

1. On JBC Press ► **Other**
2. Press ► **Cancel Booth**.
3. Enter the Booth Number to cancel.
4. Have eSlate Officer go to that booth and press **ENTER** on the eSlate
5. On the JBC, press ► **Continue**.
6. Press ► **Polls Open Menu**.
7. Record cancellation on Canceled Booth Log on JBC Envelope and report to Poll Book Count Officer. This cancellation **WILL** affect the Voter Count Reconciliation, and needs to be explained. Voter Count Reconciliation Form should be marked "Voter left without casting ballot."

HELPING A VOTER: If a voter has started voting and asks for help, or if JBC Officer advises that a voter has pressed the **HELP** button, assist the voter as follows:
- o Stand beside the privacy screen to protect the voter's secret ballot.
- o Ask the voter how you may assist.
- o If necessary, ask the voter to press the **ENTER** button while on the blue HELP page to return to the ballot.
- o Try to talk the voter through the process.
- o If the voter decides that he/she wants personal assistance, work with Poll Book Officer to get a *Request for Assistance* form completed and signed. The Poll Book Officer will put an "**S**" flag mark in poll book next to the voter's name. Do not go behind the voter and view the screen without BOTH the voter and officer signing the *Request for Assistance* form.
- o If a voter leaves without casting a ballot (fleeing voter) and cannot be called back to finish voting, call the Chief and work with the JBC Officer to cancel the booth. Chief will note cancellation in the Chief Notes and on Voter Count Reconciliation form.

VOTER REQUESTS ASSISTANCE (NEW) – (Accessibility in What-Ifs Reference)

1. **Voter is physically or educationally disabled**: Use a *Request for Assistance* form if the voter asks for assistance. Do not ask the voter the nature of the disability. ANY ASSISTANCE THAT REQUIRES SOMEONE OTHER THAN THE VOTER, INLCUDING AN ELECTION OFFICER, TO SEE THE VOTER'S BALLOT REQUIRES THIS FORM. The voter may choose anyone in the polling place to serve as an assistant – except authorized party REPS or neutral observers authorized by the Electoral Board.

2. **Blind Voter**: A blind voter is not required to sign the *Request for Assistance* form, <u>but the person assisting him/her must complete the following:</u>
Section A - On the voter's signature line write "Blind Voter" and print the voter's name.
Section B - The person assisting must sign and print his/her name and address.

3. **Voter Unable to Sign** (physical disability)
Section A - On voter's signature line write "Voter unable to sign" then print voter's name.
Section B - The person assisting must sign and print his/her name and address.

AUDIO BALLOT – eSlate & JBC Officer

The Audio Ballot is on the DAU (Disabled Access Unit) eSlate voting machine which has a red stripe on the handle and is the last machine in the row. If a voter has accessed a ballot on a regular eSlate but decides he/she wants the audio ballot, ask the JBC Officer to cancel the eSlate booth and get a new access code. When the new access code is issued, the eSlate Officer will direct the voter to the DAU.

To Cancel the eSlate Booth *Call the Chief!* (Pg 21)

AUDIO VOTING INSTRUCTIONS – *eSlate Officer*

- Plug in headset
- Tell voter to put head set on and listen for the instructions
- Show voter the location of the volume control

IF A VOTER DOES NOT CAST A BALLOT - *Tell the Chief Election Officer. The Chief will cancel the eSlate Booth. See page 32.*

RELIEF OFFICER (IF ENOUGH ELECTION OFFICERS ARE AVAILABLE)

- Serve as an extra eSlate officer, keeping an eye on the booths,
- Provide relief to an officer needing a quick break,
- Stand outside the door as an additional Greeter if lines are long.

Every officer will rotate through all the positions according to the schedule set by the Chief Officer. The Chief (or an Assistant) will not rotate in order to be available to resolve any issues that arise.

ELECTION PAGE

Election pages from the high school government class will be assigned duties by the Chief. Pages may not touch official election materials but may serve as greeters and/or may do some of the duties of eSlate officers, such as giving out "I Voted" stickers. Pages should be encouraged to observe as much of the voting process as possible.

CLOSING THE POLLS - 6:45 P.M.

Verify time, and at 6:45 p.m. announce, "**The polls will close in 15 minutes."**

After Polls Close (§ 24.2-655) Who to Allow In Polling Place

- Two Reps of each Political Party with a nominee on the ballot
- One Rep of each Independent Candidate on the ballot

After the polls close, <u>if there are fewer than four Reps (in total) at the polling place</u> who request to be present while the votes are ascertained, the officers <u>shall</u> notify any bystanders, and select one or more bystanders to be present with any Reps so that there are as many as four (total) bystanders and Reps present during the count.

Selected bystanders have the same rights and must follow the same rules as Reps, and like Reps shall remain until the returns are completed.

Write-in candidates are not entitled to Reps at any time, but may use the bystander provision to get their observers into the polling place during the count if there are fewer than 4 Reps at the polling place after the polls close.

7:00 P.M.

- At 7:00 p.m. announce, **"The polls are closed."**
- Locate the last eligible voter in line.
- Write a list, starting with the last person in line and working forward. Everyone on this list is allowed to vote.
- Admit authorized representatives. Explain that representatives may not leave the polling place nor communicate with anyone outside until the tabulation of results has been completed.

Chief will assign election officers tasks, including preparation of Statement of Results (SOR), removing signs, packing envelopes, and packing and loading voting equipment onto carts.

Closing Electronic Poll book

After the Chief Officer verifies the polls are officially closed and that all voting is complete.

Click **Summary** on each of the Voter Search screens of the EPBs in use. The information should be the same on the "Summary" pages. If there is a difference, alert the Chief.

Pollbook Summary	
% Voter Turnout	0
Total voters for Precinct	1728
Total Provisional by Precinct	0
Total Provisional	0
Total Checked In By Precinct	1
Total Checked In by party (D)	1
Total Checked In by party (R)	0
Total Checked In by party (N)	0
Absentee by Precinct	2
Challenged by Precinct	0
Needs Research by Precinct	0
Town Voters Checked In	0

Reports

Back   Print   Log Off

12 Feb, 2009

Check off each step as completed:

_ Record the Summary screen counts on the Electronic Poll Book Summary Worksheet.

Electronic Pollbook Summary Worksheet

Date: _____ Ward: _____
Return in Envelope 2

	PCC 1	PCC2	PCC3 (if used)	PCC4 (if used)	PCC5 (if used)
% Voter turnout					
Total voters for Precinct					
Total Provisional by Precinct					
Total Provisional					
Total Checked in by Precinct					
Total Checked in by party (D)	N/A	N/A	N/A	N/A	N/A
Total Checked in by party (R)	N/A	N/A	N/A	N/A	N/A
Total Checked in by party (N)	N/A	N/A	N/A	N/A	N/A
Absentee by Precinct					
OP by Precinct					
Challenged by Precinct					
Needs Research by Precinct					
Town Voters Checked in	N/A	N/A	N/A	N/A	N/A
Pollbook Officer Initials:					
Chief Initials			Time:		

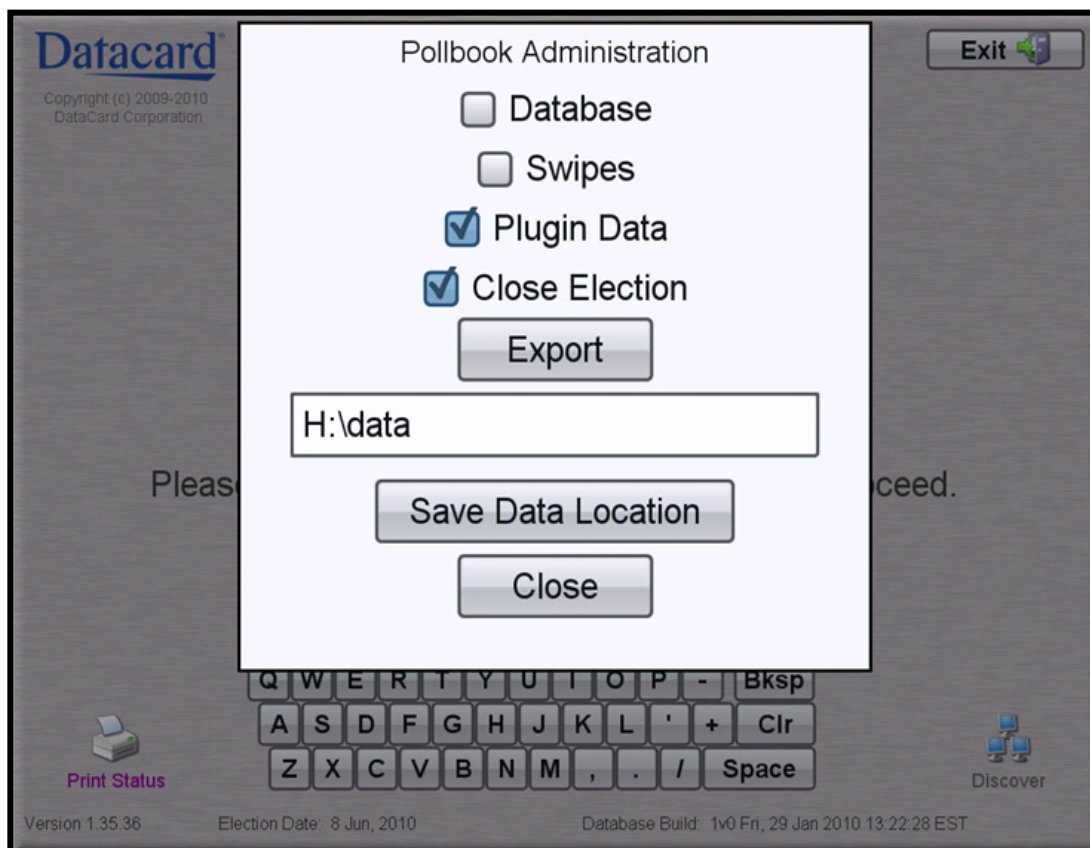Note: If pollbooks are synchronized, all results should be identical.

_ Click **Log Off** to end the session on all laptops.

_ When you receive the message "Are you sure you would like to log out of the poll book" click **yes**.

Pollbook Summary

% Voter Turnout	0
Total voters for Precinct	4606
Total Provisional by Precinct	0
Total Provisional	0
Total Checked In By Precinct	3
Total Checked In by party (D)	2
Total Chec...	1
Absentee b...	251
OP by Prec...	0
Challenged by Precinct	0
Needs Research by Precinct	0
Town Voters Checked In	0

Log Out?
Are you sure you would like to log out of the pollbook.
Yes   No

Reports

Back   Print   Log Off

8 Jun, 2010

_ **Chief Election Officer** Log in to all laptops with Administrative password.

_ On "Pollbook Administration" Screen, verify the default settings are correct:

- o "Plugin Data" is checked,
- o "Close Election" is Checked, and
- o "Export" uses location of thumb drive, for example, E:\data or H:\data.

_ Click **Export** on all laptops.

_ Click **Save** on the pop up screen of all laptops.
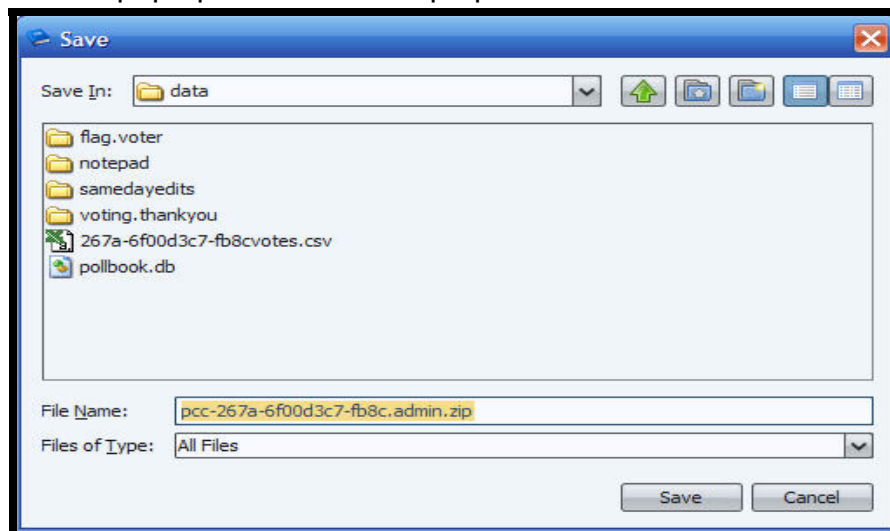
_ Click **Exit** on all laptops.

_ Confirm Shut down; click **yes** (If a "device shutdown" screen appears on other laptops, click **OK**).

_ Click the green and white icon on the Windows task bar at the bottom right of the screen. It will say "safely remove hardware."

_ Double Click **Safely remove USB Mass Storage Device**.

_ Wait for dialog box "Safe To Remove Hardware". The 'USB Mass Storage Device' can now be safely removed.

_ Remove thumb drives. There are 2 marked containers for the thumb drives. Put 1 thumb drive in the container marked "Clerk of the Court" and all remaining used thumb drives in the container marked "General Registrar's Office." Put all unused and/or voided thumb drives in the Unused/voided Thumb Drives" conainter. Seal containers.

_ Put all thumb drive containers in the large manila Envelope #2

_ Turn off the EPBs and return them to their cases with the power cord, mouse & pad; and blue cable.

Close Polls on Voting Equipment; Print Results Tapes

JBC
1. Enter Public and Private counter numbers on SOR Part A.
2. Complete Voter Count Reconciliation form.
3. Press **CLOSE POLLS** button below screen. Screen will confirm that you are closing. Press ► **Yes**.
4. Press ► **Print Tally** 4 times; tear off 3 tapes (one stays on the JBC). Make sure you have 3 reports to attach as follows:

    a. 1 on each Statement of Results,
    b. 1 on Printed Return Sheet
    c. 1 stays on the JBC

5. Unplug JBC battery key and black AC power cable.
6. Disconnect the JBC cable from the first eSlate booth.
7. Leave the JBC sealed.
8. Confirm seal number and enter on SOR Part A.
9. Confirm serial number with number on box, and pack sealed JBC in box with power cord and gray cord.

eSLATES
1. Disconnect each booth cable. Pack headphones, jelly switches, and cables into booth case.
2. Fold privacy screen, left side first.
3. Close booth case.
4. Remove booth legs and store on case. Pack and lock cases, all facing same direction, onto cart.

Privacy Ballot Booths
If the legs were installed, please remove booth legs and store in case. Fold privacy screens in on each other after detaching from the back privacy wall. Wrap electric cord inside. Close case and place on cart.

Certify Poll Book Count

1. Complete Voter Count Reconciliation form, using Checked-in Count from EPB and JBC results tape.
2. Provide Poll Book Count Certification number to officers completing SOR to be entered in Part C.

Prepare Statement of Results (SOR) and Printed Return Sheet

Chief designates 2 teams (each representing both parties) to complete the 2 SORs. After both SORs are completed, they must be checked against each other and reconciled. The SOR contains the following parts:

- Certification by Officers: Voting Machines: Report machine serial and seal numbers, public and private counter numbers.
- Paper Ballots: Report number of paper ballots received, reproduced, used and remaining.
- Poll Book Count Reconciliation: Report Checked-in count from EPB Summary Worksheet and canceled electronic ballots, if any.
- Explanation of Incidents or Discrepancies if any, and Log for eSlate taken to Outside Polls voters.
- Votes Cast: **Complete this section only if paper ballots are counted**: Votes by candidate or question.
- Split Shift Sign In / Sign Out: Verify that split shift officers have completed this part.
- Certification of Results: Signatures: **Every Officer of Election must sign this page** and log time in and out.

Instructions for hand-counting paper ballots

Count all ballots one office or question at a time. This procedure must be performed independently by two teams of officers. If totals do not match, the two teams must reconcile the results.

A. First Office or Question:
   i. Sort all ballots into piles for each candidate or question including a pile for overvotes/undervotes/otherwise uncountable votes for the office or question, and one pile for write-ins.
   ii. Count ballots in each pile and enter totals on SOR Part E.
B. Repeat Steps (i) and (ii) above for each office and question.

After the 2 SORs are reconciled and signed by all officers, attach a results tape to each and place both in Envelope 2.

Chief will designate an officer to complete the yellow Printed Return Sheet. Every Officer of Election (present at closing) must sign the Printed Return Sheet. Attach a results tape to the Printed Return Sheet and place it in Envelope 2A.

Phone in Results to Registrar's Office

**As soon as results have been ascertained, phone them in to <u>703 248 5085</u>.**

Forms and Signature Checklist:

Signatures are required on the following forms:

• Statement on back of Envelope 1A/1B	Two (2) officers*
• Election Officer Oath Form	All officers present at opening
• SOR Seal/serial Number Certification (2 copies)	Chief initials
• SOR Curbside Voting (2 copies)	Two (2) officers *
• SOR Split Shift Sign In/Out (2 copies)	Split shift officers
• SOR Certification of Results (2 copies)	All officers present at closing
• Zero tape stapled to SOR	Two (2) officers*
• Results tape stapled to SOR	Two (2) officers*
• EPB Summary Worksheet:	Last EPB officer(s) and chief
• Voter Count Reconciliation form	Two (2) officers*
• Certification of Materials Used in Election	One (1) chief or assistant officer
• Printed Return Sheet (yellow)	All officers present at closing
• Results tape stapled to Printed Return Sheet	Two (2) officers*

*2 officers (must represent different parties unless in a single primary)

Envelope Checklist:
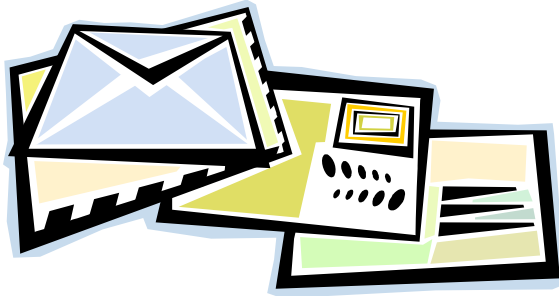
Envelopes are to be packed as follows:

- Envelope 1A   _ Regular provisional ballots (not ID related) sealed in individual light green envelopes. Rubber band group together
  _ ID-ONLY provisional ballots sealed in individual lime green Enveloples. Rubber band group together
  _ Provisional ballot log –
       Note: complete and sign statement on back of envelope

- Envelope 1B   _Provisional ballots and log as above cast after hours, if instructed
       Note: complete and sign statement on back of envelope

- Envelope 2   _Oath of Officer form
  _Page Oath forms (if used)
  _SOR (2 identical copies with signatures and tapes)
  _Incident Report (if used)
  _Absentee List
  _Voter Count Reconciliation form (signed)
  _JBC/eSlate Envelope
  _Electronic Pollbook Summary Worksheet (signed)
  _All Thumb drives in pouches
  _Certification of Materials Used in Election (signed by chief or asst)

- Envelope 2A   _Printed Return Sheet (yellow, with signatures and results tape)

- Envelopes 3&5   _Counted paper ballots (if any)
  _Used Outside Polls envelopes (if any)

- Envelope 4   _Spoiled paper ballots (if any)
  _Void paper ballots (if any)

- Enveope 6   _Unused ballots (rubber band small envelope and large envelope)

- Envelope 8   _Used Voter Registration applications
  _Used Affirmation of Eligibility forms
  _Used Request for Assistance forms
  _Authorized Representative (poll watcher) forms
  _Authorization to Reproduce Ballots (if used)

Envelope labels are to be signed and affixed as follows:

- Envelope Label 1A: 2 officers*

- Envelope Label 1B (if instructed):   2 officers*

- Envelope Label 1C :   2 officers*

- Envelope Label 2:   2 officers*

- Envelope Label 2A: 2 officers*

- Envelopes Label 3&5:   All officers present at closing

- Envelope Label 4:   2 officers*

- Envelope Label 6:   2 officers*

- Envelope Label 8   No signatures or seal

NOTE: If an envelope is not used, do not sign and seal it. It will be recycled for a future election.

* **TWO OFFICERS: OFFICERS OF DIFFERENT POLITICAL PARTIES**

Pack, Load and Lock Voting Equipment and Privacy Booth
Chief completes the "Items to Return to EB Checklist"

Place USB cable and battery back-up in the Gray Ballot Box after ballots have been removed

Wait for instructions from the Chief. The Chief will tell everyone how they can help and when they can leave.

PROVISIONAL BALLOT PROCESS – CHIEF

- Obtain a light green Provisional Ballot Envelope for a non-ID or multiple reason provisional voter, or a lime green Provisional Ballot Envelope for an ID-ONLY provisional voter.
- Ask voter to fill out all the information as required on the envelope.
- Check the appropriate reason for the Provisional Vote on the back of the envelope.
- Sign the form and have the voter sign it on the bottom.
- Enter Voter's information and circle reason for provisional vote on Provisional Ballots Log. See codes at bottom of log.
- Locate Voter in the EPB and enter as Provisional. (If a voter cannot be located in the EPB that will be checked on the Provisional Ballot Envelope)
- Give Voter a paper ballot.
- Tell voter to place voted ballot in the green envelope and seal.
- Ask voter to verify the appropriate box is checked on the envelope.
- Tell voter to put sealed envelope in ballot box.
- Give Provisional Voter Notice (either regular or ID-ONLY) indicating Electoral Board meeting where his/her qualifications will be considered. (If voter votes provisionally for multiple reasons including lack of ID, give voter both Provisional Voter Notices.
- Have voter fill out registration form if appropriate.

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After Election Day – General Reminders

- Make sure your Chief Officer has your contact information. You will be called if additional information or signatures are needed.

- Expect a call from your Chief Officer the day after the election to confirm that all necessary information and signatures have been received. At this time, you are relieved of your duty.

- **THANK YOU VERY MUCH FOR YOUR HELP IN ENSURING FAIR ELECTIONS IN FALLS CHURCH!** We can't do it without you!